

Notice of Intent Filing Package

Request for Abutters List – Fill out and drop off at the Assessor's Office to obtain a Certified Abutters List. Include Abutters List in Notice of Intent Package.

Notification to Abutters – Send to all abutters on Certified Abutters List by CERTIFIED MAIL RETURN RECEIPT – bring greencards to hearing for proof of mailing.

**Wetland Fee Transmittal Form – fill out and send to the State Lock Box.
Keep copy of check and include it in Notice of Intent filing package**

Notice of Intent -

Package Includes:

- 1. Notice of Intent**
- 2. USGS Locus Map of the site**
- 3. Engineered Plan of Work (signed & stamped by engineer)**
- 4. Certified Abutters List**
- 5. Wetland Fee Transmittal Form**

- Send 2 copies NOI Package to DEP**
- Send 12 copies of the Notice of Intent Package to the Conservation Commission Together with the Town Bylaw Filing Fee And \$50.00 check made payable to the Walpole Times for advertisement**